

**BY ORDER OF THE COMMANDER,
SPACE AND MISSILE SYSTEMS CENTER**



**AIR FORCE INSTRUCTION 33-322
SPACE AND MISSILE SYSTEMS CENTER
Supplement 1
16 MAY 2003**

**Communications and Information
RECORDS MANAGEMENT PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 61 CS/SCSI (Patricia A. Postell)

Certified by: 61 CS/SCS (Mr. Bruce Bender)

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AFI 33-322, 1 December 1998, is supplemented as follows:

The OPR for this supplement is 61 CS/SCSI (Patricia Postell). This supplement implements and extends the guidance of Air Force Instruction 33-322, dated 1 December 1998, Records Management Program. The supplement describes SMC's procedures for use in conjunction with the basic AFI. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, Records Disposition Schedule. This publication is available digitally on the SMC WWW site at:
<http://intranet.losangeles.af.mil/61ABG/61CS/SMCPDL/>.

6.1. The Base Records Manager (RM) will perform staff assistance visits (SAVs) of each Functional Area Records Manager's (FARM) program every 12 months or upon request. During this visit, the RM will inspect at least 20 percent of the FARMs offices of record. RM and FARM must ensure their respective Records Information Management System (RIMS) databases are updated to reflect the current inspection. Follow up visits will occur 30 to 60 days after initial inspection. FARMs will conduct SAVs every 12 months of their entire program. Emphasis should be placed on offices not inspected by Records Manager.

6.2.1. There is no record staging area located on LAAFB. Records with disposition of more than two years are sent to the Federal Records Center (FRC). Requests for staging must be processed by the Base Records Manager. Send completed SF 135, Records Transmittal and Receipt, to: 61 CS/SCSI Attn: Base Records Manager.

7.3. FARMs are responsible for the review of all their offices file plans prior to sending them to the Base Records Manager for approval. Ensuring that cut-off dates have been annotated correctly.

7.4. Annually, the FARM will submit a SAV schedule to their offices of records to 61 CS/SCSI (Attn: Base Records Manager) not later than the first workday of the calendar year. Visits will be conducted using the records management checklist provided by 61 CS/SCSI. Copies of all completed checklists will be sent to the RM for monitoring. FARMs with five or fewer offices of record must conduct their visits NLT 1 Apr each year. FARMs with greater than five offices of record must conduct their visits NLT 1 September each year.

7.4.1. (Added) FARMs are directly responsible for the monitoring, maintenance, input/output of data, and updating of the RIMS program. **All duties and responsibilities associated with RIMS lie with the FARM.**

7.4.2. (Added) FARMs will maintain a FARM Handbook for their functional area. Each FARM Handbook will (as a minimum) include the following tabs:

TAB A – FARM Appointment Letter

TAB B – Office of Record Listing (RIMS product)

TAB C – Approved and Signed File Plan(s)

TAB D – Latest RM SAV

TAB E – FARM's SAV Schedule to Office of Records

TAB F – FARM's SAV Reports

TABG – Waivers

8. The chief of a principal staff office (two-letter) will appoint a FARM, and in writing using the following formula:

# Of Office of Record	Minimum # Of FARMs
1 -10 offices	1
11 – 20 offices	2
21 or more offices	3

The chief of an office of record (COR) will appoint one assistant to each primary FARM. Send a letter of appointment to 61 CS/SCSI (Attn: Base Records Manager) with the FARM's name, grade/rank, office symbol and area of responsibility, telephone number, building and room number. The FARM should have a good working knowledge of records management activities and be given the managerial authority to carry out their duties.

STEPHEN W. STARKS, Lieutenant Colonel, USAF
Commander, 61 Communications Squadron